

US House of Representatives Vacancy Announcement

Job Title: District Representative – Veterans Caseworker

Office Location: Congresswoman Allyson Y. Schwartz (D)

Work Location: 7219 Frankford Ave, Philadelphia, PA

Supervisor: Julie Slavet, District Director

Date Needed: Immediate

Job Summary:

Caseworker serves as an official representative of the Member of Congress working directly with veteran constituents to resolve problems they may encounter in their dealings with federal and other governmental agencies.

Job Duties and Responsibilities:

- Fields issues and problems through e-mail, fax, mail, phone, and walk-ins
- Meets with constituents face to face
- Establishes and maintains contact with constituents
- Establishes and maintains contact with local, state, federal agencies
- Attends training sessions offered by local, state, and federal agencies
- Serves as an advocate for constituents seeking assistance with public and private agencies
- Maintains current knowledge of program regulations
- Ensures timely resolution of cases and periodically updates constituents
- Initiates and maintains files on each case
- Works as a team with other Casework staff
- Provides District Director with casework reports on a weekly basis
- Implements all other duties as requested by District Director and Chief of Staff

Requirements:

High school diploma, some college/and or professional education through U. S. military preferred but not required.

Excellent communication and organizational skills

Recent experience with and understanding of the U.S. Military and Department of Veterans' Affairs structure, procedures and policies.

Service-oriented, positive attitude and strong teamwork ability.

Salary: Commensurate with experience.

The Wounded Warrior Program was established to create fellowships that will provide employment opportunities for wounded or disabled veterans within the House of Representatives in Washington, DC and in district offices nationwide. Those selected for the program will be employed by the Office of the Chief Administrative Officer but will be given the opportunity to work in Member, committee and leadership offices and, if a fit is found, transition into full-time employment. However, full time employment is not guaranteed at the conclusion of the two year fellowship.

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